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ABSTRACT

Guidelines for public libraries establishing library services to residents of local correctional facilities outline recommended services, policy, materials, and staffing. Suggestions for implementation of services, readings, a sample policy statement, and a sample periodical list are included. (MER)

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GUIDELINES FOR
JAIL LIBRARY SERVICE
IN
OREGON

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TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC) AND
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INTRODUCTION

Guidelines for Jail Library Services in Oregon were adopted jointly by the Oregon Library Association and the Oregon Corrections Association in 1977. They will be included in the official Jail Standards and Guidelines for Operation of Local Correctional Facilities published by the Oregon Department of Human Resources, Corrections Division.

The committee which developed the guidelines included:

Susan Haller, Jail Librarian, Lane County
Rhea Irvine, Vista Worker, Josephine
County Library System
Elizabeth Reed, Jail Librarian, Jackson
County Library System
Donna Selle, Coordinator, Washington
County Cooperative Library Services
Roger Woods, Library, Oregon State
Penitentiary

A very special thanks, from the committee, is extended to Joe Kling, Bookmobile and Jail Services, Multnomah County Library, who has served institutions in the Portland area for over twenty years.

The committee was also aided immeasurably by:

2.

Louis R. (Bill) Brandt, Jail Inspections
and Misdemeanant Services, Oregon
Corrections Division
Phyllis Dalton, Library Consultant,
Sacramento, California
Alden Moberg, Institutional Services
Librarian, Oregon State Library
American Association of University Women,
Oregon State Division

The Oregon Association of Chiefs of Police
and the Oregon Sheriffs Association also reviewed
and approved the Guidelines as they were being
developed.

This pamphlet, which includes the Guidelines
plus supplementary material on establishing
jail library service, is published to encourage
all public libraries to assume responsibility
for service to residents of their local correc-
tional facilities.

OLA/OCA
Guidelines for Jail Library
Services in Oregon

The value of effective library programs in combating idleness and boredom in prisons has long been recognized. Meaningful, relevant materials can improve reading and education levels, stimulate vocational interests, and offer a recreational activity.*

LIBRARY SERVICE

- 1.0 Public libraries are responsible for providing library service to all persons living within their taxing areas, including residents of jails. The state library has the responsibility where no local public library exists. ORS 357.400*
- 1.1 Library service should be available to staff and residents of jails at a level that approximates and reflects the library service to the community at large.*
- 1.2 Library service should be available to all jail residents. Inmates who are on disciplinary status often have special need of library materials.*

*American Correctional Association.
Manual of Correctional Standards. (3d ed.,
Washington, D.C.: American Correctional
Association, 1966)

4.

- 1.3 Library Services to inmates should be rendered directly, through personal contact between the jail library staff and residents. Library service should be available both in the library and in the living units. The local facility administrator shall approve library personnel who render service to residents.
- 1.4 The hours during which the library service is provided should be as generous as possible so that all inmates may have access to library service.
- 1.5 Alternatives for delivery of library services when space, funding, and staffing are limited are: bookcarts, bookmobile stops, deposit collections or request forms. Whatever form of alternative service is provided, it should be on a regular basis.
- 1.6 Library staff should work with adult education (GED, Laubach) and other programs and make a conscious and continuous effort to enhance those programs. The development of programs for individual or group information or recreation may include, but need not be limited to: books and media discussion groups, recordings and tapes, creative writing, or film programs.

LIBRARY POLICY

- 2.0 There should be a written policy concerning library services to each jail. It should be approved by local library personnel and local corrections officials, and should

stipulate lines of communication, areas of responsibility, kinds of services provided and training and job descriptions of personnel delivering services.

- 2.1 In the provision of library services to inmates, due recognition should be given to all pertinent federal and state statutes, relevant court decisions, as well as the declared purposes and functions of the public library system.

LIBRARY MATERIALS

- 3.0 Jail libraries should include appropriate and up-to-date information, educational vocational, legal, and recreational resources. Library materials should include:

1. Books (paperbacks are strongly recommended.)
2. Reference materials
3. Magazines
4. High-interest, low vocabulary materials (for adult beginning readers)
5. Audio-visual materials
6. Games and puzzles
7. Legal reference materials which meet the recommendations of the American Association of Law Libraries and the American Correctional Association.

- 3.1 Jail library resources should be supplemented by the entire collections of local, regional and state libraries, interlibrary loan, and when appropriate, libraries for the blind and physically handicapped.

6.

- 3.2 Selection of appropriate materials, reflecting tastes and interests of inmates, should consider inmates' suggestions and recommendations of the library personnel serving the inmates.

3.3 MINIMUM REQUIREMENTS FOR LIBRARY MATERIALS

Average Daily population	Size of Book Collection	Magazine Subscriptions
0 to 50	200 to 2,500	1 to 25
50 to 150	2,500 to 6,000	25 to 60
150 to 500	Over 6,000 titles	60 to 80

A major newspaper published in the area served, plus one major statewide paper. One newspaper per 10-15 inmates.

STAFFING

- 4.0 Professional librarians should serve as administrators and supervisors of jail library programs.
- 4.1 Inmates and approved outside volunteers may be involved in the provision of library services. (see 1.3)

4.2 RECOMMENDED STAFFING REQUIREMENTS

Average Daily Population	Staffing
Less than 25	One liaison with the public library
25 to 100	One 1/2 time librarian
100 to 150	One 3/4 time librarian
250 to 500	One full-time librarian

- 5.0 Jails with an average daily population of over 500 residents shall meet all requirements in the joint ACA/ALA Standards for Prison Library Service.

ESTABLISHING JAIL LIBRARY SERVICE

Once the decision has been made to expand library services to the local correctional facility, there is some basic but important groundwork to be done.

1. Getting Started

A conference should be initiated by the library to include the Library Director, the Sheriff, and the Jail Librarian, to discuss the jail library and the kinds of services to be provided. Things to be discussed at this time should include space available, types of service, best hours for the services, rules and regulations, and what is expected of both departments.

The ideal situation is an in-house book collection to which all inmates have access, with a librarian in charge. Chances are, however, compromise will be necessary. A viable alternative solution is the bookcart, to be taken cell to cell by the librarian. Less satisfactory choices include a deposit collection or service by the trustee inmates.

The most important consideration is to provide face-to-face contact between the librarian and the inmates (Guidelines, 1.3). The inmates should be able to depend on access to the jail librarian on a regular schedule. The librarian has a broad knowledge of books available, both in the jail and from the library, and has an idea of how long

it will take to get requested material. In a jail, time is the most important factor, especially concerning subjects such as legal research. Also, inability to express a request in writing on a request form will discourage most inmates.

A written policy statement between the Sheriff's Department and the Library should be drawn up at the beginning, to avoid any misunderstandings later (Guidelines, 2.0. See also Appendix, Sample Policy Statement).

2. Staffing

The jail librarian must have the support and cooperation of the library, and be given the opportunity and freedom to develop the job in his/her own manner, within the guidelines and policies previously determined. This is a non-traditional job, and requires a high interest and dedication. The ideal person is a self-starter, likes people and is not afraid of them, and is non-judgmental, realistic, mature, and willing to learn. S/he must be flexible, recognize the right of every individual to the free flow of information and ideas, and be familiar with the Library Bill of Rights.

3. Getting It Together

After obtaining the go-ahead from the Sheriff's Department, and a written policy statement, the jail librarian can begin to get the book and magazine collection together. Community support can be a big help in supplementing the library budget allocated for jail service.

10.

Contact local organizations and church groups for magazine and newspaper subscriptions, paperback donations, and money. Put boxes around town for jail donations, and visit used book stores, for buying or trading. Use newspaper articles to publicize these efforts. The local post office often has many unforwarded magazines they might be willing to donate.

Before the initial visit to the jail, the collection should include an ample supply of magazines (see Appendix), and paperbacks (including westerns, mysteries, science fiction, adventure novels, and non-fiction). In addition, the collection should include all types of resource information, such as driver's license manuals, telephone directories, booklists, puzzles, and community resources (AA, Mental Health, Health Department, Legal Aid, Food Stamp information, etc.).

Card catalogs are non-existent in most jail libraries. Books are shelved according to general subject. Avoid unnecessary paperwork--paperbacks and magazines are expendable. When specific books are checked out of the main library, a check-out system should be instituted. It is possible for the jail librarian to check out all books to her/him, then keep a separate card file for the jail. Example:

Call No. 442.75	Author Gibran
	Title Secrets of the Heart
I agree to accept responsibility for this material borrowed from the Jackson County Library System.	
Signature <i>[Signature]</i>	
Location Felony 3	
Date 4-30-77	

Libraries should expect to absorb some costs of lost or vandalized books, providing the loss is not too great.

4. Know Your Jail

A flexible approach is one of the most important requirements for a jail library. Each jail is as different as the staff that runs it. Inmates' abilities range from college educated to functionally illiterate. Many have never used a library or its services. This is an excellent opportunity to introduce both inmates and staff to a wide variety of information, resources, and recreational reading.

Although jail library service can be one of the most influential parts of the jail routine, it is supplementary to the main function of the jail. Know and abide by the jail rules. Security is the jail staff's main concern, and the jail library is on their territory. Changes can occur, but very slowly. The jail librarian will have to prove herself/himself first.

A tour of the jail would be helpful, with an explanation of the rules. Know the communications hierarchy of the corrections staff, and with whom you should discuss any problems. The success of the program depends on the cooperation of each jail staff member, so a constant public relations campaign with the corrections staff will make the job much easier and more enjoyable. However, the jail librarian should remember that s/he is working for the library, and not for the jail. The written policy statement can be of great assistance when conflicts arise.

12.

The jail librarian's main energy should be channeled into establishing rapport and trust with the inmates, to draw out their interests, and provide needed information, in a casual and friendly manner. Evaluations of inmates' needs and interests will be an on-going part of the routine.

5. Suggested Reading

Each jail library situation will be different. Changes and improvements may be slow. There are various publications well worth checking out, for ideas as well as moral support. The members of the committee listed in the front of this pamphlet who are presently involved as jail librarians would be glad to answer any questions, or contact the Oregon State Library, Institutional Services. Good Luck.

American Library Association. Jails Need Librarians Too. Chicago: American Library Association, 1974. Reprint ed. 1976.

Buckley, Marie. Breaking Into Prison. Beacon Press, 1974.

Casey, G. "Expanding Library Services to the Institutionalized." Public Library Training Institutes Library Service Guide, No. 24. Appalachian Adult Education Center, Morehead State University, UPO 1353, Morehead, KY. 40351) 1977.

Cooper, Robert D. Library Service to Municipal and County Jails. Ellensburg, Wash.: R. D. Cooper, 409 W. 5th Ave., 98926. 75c

Inside-Outside: a Newsletter on Library Services to Youth and Adults in Prisons, Jails and Detention Centers. P. O. Box 9083, Berkeley, Ca. 94709. Sub. \$3.50. 4 issues/year (prepaid).

Praeger Special Studies in U. S. Economic and Social Development. A Model Social Service Program for a County Jail. N.Y.: Praeger Publishers, 1972.

Rawles, B. "Planning Expanded Library Services for Disadvantaged Adults." Public Library Training Institutes Library Service Guide, No. 9. Appalachian Adult Education Center, Morehead State University, UPO 1353, Morehead, Ky. 40351, 1975.

Rubin, Rhea J., ed. "Breaking In: Library Service to Prisoners." Wilson Library Bulletin, Vol. 51, No. 6, Feb. 1977: 496-533.

Weibel, K. "Interagency Cooperation in Expanding Library Service to Disadvantaged Adults." Public Library Training Institutes Library Service Guide, No. 25, Appalachian Adult Education Center, Morehead State University, UPO 1353, Morehead, Ky. 40351, 1975.

APPENDIX

SAMPLE POLICY STATEMENT

FROM

JACKSON COUNTY JAIL

MEDFORD, OREGON

(GUIDELINES 2.0, 2.1)

16.

PURPOSE: To establish guidelines and procedures which will permit maximum utilization of the county jail through the Jackson County Library System.

POLICY STATEMENT: It shall be the policy of this department to adhere to the library services utilization procedures outlined below. Due recognition shall be given to all pertinent federal and state statutes, relevant court decisions as well as the declared purposes and functions of the Jackson County Library System. These guidelines and procedures shall remain in effect until otherwise amended or deleted.

1. Inmates of the County jail shall have access to educational and recreational materials available through the Jackson County Library System, at least twice each week, when trained, qualified library personnel are on duty and at hand for this purpose.

2. Any book or magazine normally available for use by patrons of the library system shall be available for use by inmates, with the exceptions noted below.

A. Books, magazines and related materials which contain or are primarily concerned with subject matter which could have a direct or indirect adverse effect on the welfare of inmates or staff personnel or the security of the county jail shall not be permitted in the jail. Such material would include, but is not limited to, information on lock picking; homebrewing of alcoholic beverages; manufacture of explosives,

synthetic drugs or lethal weapons; pamphlets which describe how to saw prison security bars with utensils available in the jail kitchen or which advise persons how they might obtain an euphoric "high," comparable to that experienced from heroin, by sniffing aerosols or glues used in the jail for other purposes.

- B. All materials which are not accepted for distribution by the U. S. Postal Service, or which violate federal or state law, or which are judged to be obscene by the application of contemporary community standards.

3. Newspapers will be made available through the librarian assigned to the county jail. Other media may be provided as physical facilities and funds permit.

4. Responsibility for usage and care of library materials shall rest solely with the inmate for whom the material has been provided.

5. Requests for special or specific reading materials shall be made in writing to the librarian.

6. Abuse of library privileges, willful damage to or destruction of library materials may result in restriction of further such privileges for the inmate or inmates or housing unit responsible, at the discretion of the Sheriff or his designated representative. Disciplinary procedures for any act other than damage to or destruction of library materials shall not include loss or restriction of library privileges.

18.

7. Inmates who are interested in obtaining a General Educational Development (GED) certificate may make application to the Librarian, who will make all necessary arrangements, within the limits of available personnel and materials.

8. The opportunity for study and testing in connection with GED Certification shall be made available to qualified inmates, within the county jail, dependent upon availability of sufficient Corrections personnel and the record of conduct of the inmate(s) concerned.

9. Other opportunities for educational development, e.g., The Laubach Literacy Program, SLD Testing, etc., shall be provided whenever possible. Arrangements will be made through the Librarian.

SAMPLE PERIODICAL LIST

(Guidelines 3.0, 313)

Alaska	National Geographic
Argosy	National Lampoon
Arizona Highways	Newsweek
Carcraft	
Car & Driver	Old West
Chopper	
Circus	People
Cosmopolitan	Playboy
Creem	Popular Hotrodding
Cycle World	Popular Science
	Popular Mechanics
Dirt Bike	Psychology Today
Easy Rider	Redbook
Esquire	Ring
	Road & Track
Field & Stream	Rolling Stone
Four Wheeler	
Fox Fire	Saga
Frontier Times/True West	Saturday Evening Post
Fur-Fish-Game	Sea
	Skin Diver
Horoscope	Sports Illustrated
Hot Rod/Rod & Custom	
	Time
Laubach Newspaper	
	U. S. News & World
Mod	Report
Mechanics Illustrated	
Medford Mail Tribune	Western Outdoors
Modern Photography	
Mother Earth News	
Motor Trend	